



## **COMPREHENSIVE PLAN**

### **Citizen Advisory Committee Charge Statement**

#### **PURPOSE**

The purpose of the Citizen Advisory Committee (CAC) is to advise staff and provide recommendations to the Planning Commission and City Council regarding the update of the Hillsboro Comprehensive Plan. The Comprehensive Plan represents the long term vision for the City and includes planning policies that guide City decisions on land use, transportation systems, utility systems, and other aspects of City government.

#### **BACKGROUND**

The City of Hillsboro has not conducted a major update of its Comprehensive Plan since 1984 although the City did complete a state mandated “periodic review” beginning in 1995 that required the City to update goals and policies related to Citizen Involvement, Transportation, Natural Resources, as well as an updated Public Facilities Plan and revisions to several area specific plans. At the time of acknowledgement the city was a community of around 30,000 people that was best known as the Washington County seat. Over the past three decades the city tripled in population, doubled in geographic area, and became the home of Oregon’s largest traded sector employer (Intel).

Rapid population and economic growth necessitated adjustments to the Comprehensive Plan and Community Development Code, including the addition of multiple community plans designed to address immediate expansion needs within the city. While these residential, mixed use and industrial area plans accomplished their purpose by establishing a framework for land use regulation and infrastructure delivery in newly developing areas, they resulted in a piecemeal approach to managing the city’s urban form and infrastructure systems.

The Comprehensive Plan Update will provide the opportunity to systematically apply city policy directives in the areas of land use, economic development, open space and natural areas management, transportation, public facilities and services, etc. It also provides an opportunity to make policy enhancements to reflect the priorities and strategies produced by the City’s Hillsboro 2035 visioning project. The process of updating the Plan will educate City Staff and citizens about how the Plan can be used to guide growth comprehensively and systematically and be reflective of the current values of citizens.

#### **COMMITTEE CHARGE**

The Citizen Advisory Committee serves at the request and direction of the City Council. The charge of the committee is to:

- Provide thoughtful and creative recommendations to the Planning Commission and City Council regarding:
  - Background elements of the Comprehensive Plan
  - New or amended Comprehensive Plan goals and policies
  - New or amended Comprehensive Plan maps

- Consider the changing circumstances since the 1984 plan was completed including changes in the regional planning context, population and employment, and demographic shifts. Integrate outcomes from recent City visioning work into the Comprehensive Plan goals and policies.
- Make recommendations that assist the City in meeting Statewide Planning Goals and Administrative Rules, and Metro functional plan requirements.
- Act as the liaison between their constituent group and the CAC. CAC members shall engage their constituencies in the update of the Plan, by encouraging them to participate in public events, read background materials, attend hearings and other events, and submit public comment. CAC members should also provide input to the project staff to refine and improve project public involvement and outreach efforts.
- Help engage the broader Hillsboro community in their review and comment on recommended plan products, with special attention given to underrepresented categories of Hillsboro citizens; including people of color, young adults (25-39), youth, and the elderly.
- Form and work with subcommittees, if necessary, to address specific issues such as affordable housing, economic development, urban service area expansion, transportation system planning, or other issues that require concentrated or focused attention.

## **MEMBER COMPOSITION AND SELECTION**

The CAC will consist of 15 members. Members will be from the City's Boards and Commissions, at-large positions, and at least one member from the City Council and Planning Commission. It is desirable that the at-large positions include a representative from the Vision 2035 Theme Teams and /or the Vision Implementation Committee, the business community, the school district, a young adult (25-35), and possibly from districts that are not otherwise represented on the CAC. Some members may fill more than one qualification. The City Council will appoint the members via resolution.

The Council Liaison will serve as the chair of the CAC and will be the primary liaison between the committee and City staff, as well as serve as an ambassador for the committee throughout the process.

In the event that the term of a Board, Commission or Councilor position expires during this project, they should, if possible, continue to serve on the CAC until such time that the project is completed. Additionally, the member should continue to report back to the committee they originally represented. In the event that a member cannot serve out the term of this appointment or fulfill their responsibilities, the City Council shall appoint a successor at its discretion.

## **MEMBER RESPONSIBILITY**

The Citizen Advisory Committee is expected to:

- Make recommendations that reflect the values of the community as a whole.
- Listen carefully, educate themselves, and ask questions so that they may make informed choices.
- Serve as host at public events, encourage other community members to attend and help present information or facilitate discussions, where appropriate.
- Provide updates and solicit feedback from the constituencies or interest groups which they may represent, including making presentations to those groups about the project.
- Review and comment on work products in a timely manner. Come to meetings prepared to make recommendations to staff, the Planning Commission, and City Council at key junctures throughout the

process, including at adoption of the final Plan.

- Understand that the City has a limited budget and a two year deadline for developing goals and policies. Decisions will need to be made at times with limited information, therefore it is important to remain on schedule and within the scope of work.
- Attend and participate in the meetings of the CAC. Any member who misses three consecutive meetings, without an excused absence may be removed from the committee. Excused absences may include illnesses or other absences excused by the Advisory Committee Chair. If a vacancy exists on the committee, the City Council shall appoint a successor.

### **QUORUMS AND DECISIONS**

A majority of the members shall constitute a quorum for the conduct of CAC business. Members shall strive for consensus, but in the event consensus cannot be reached, the vote of the majority shall represent a decision of the CAC. For controversial issues, the CAC may include a minority opinion with the majority recommendation.

### **TIMEFRAME**

Updating the goals and policies in the plan is expected to take no more than two years. A final plan is expected to be adopted in 2017. The CAC shall remain active until the plan is adopted. The CAC is expected to meet at least once a month. At times, more or less meetings may be required.

### **STAFF RESPONSIBILITIES**

Hillsboro staff will be responsible for designing and organizing events, and developing draft goals and policies for the Plan update process. Staff will prepare meeting agendas by consulting with the Advisory Committee chair and prepare meeting summaries that focus on discussion topics and key agreements. Staff will serve as the primary contact point for inquiries regarding the activities of the committee.

### **PUBLIC RECORDS**

Regular meetings of the committee are not public hearings. All meetings will be open to the public and subject to Oregon public meetings and records laws. All meetings will be open to the public; public comment will be received for up to ten minutes per CAC meeting.